

Position Title:	DEPUTY COMMISSIONER OF CREDIT UNION, CEA
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Department:	BUSINESS OVERSIGHT, DEPARTMENT OF
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Final Filing Date:	Tuesday, April 15, 2008
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Bulletin ID:	04012008_4
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The Above-Named Examination Bulletin is Amended as Follows:

Could be CEA II pending DPA approval. Salary \$7,815 - \$8,616 (PENDING DPA APPROVAL)





## BUSINESS OVERSIGHT, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	BUSINESS OVERSIGHT, DEPARTMENT OF	<b>RELEASE DATE:</b>	Wednesday, April 2, 2008
<b>POSITION TITLE:</b>	DEPUTY COMMISSIONER OF CREDIT UNION, CEA	<b>FINAL FILING DATE:</b>	Tuesday, April 15, 2008
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 7,838.00 / Month	<b>BULLETIN ID:</b>	04012008_4

### POSITION DESCRIPTION

Under the general direction of the Credit Union Deputy-Exempt, the Deputy Commissioner is responsible for evaluating, developing, implementing and managing policies for the Department of Financial Institutions (DFI) Credit Union Program. This CEA has a key role in the formation of department-wide policy and overall departmental program management and consistently interacts with the Exempt Credit Union Deputy Commissioner and with the Office of the Commissioner. The CEA is a member of the Executive Committee and the Problem Licensee Committee and is a major contributor to DFI strategic planning. The CEA is accountable for the delivery of effective and efficient administrative and regulatory services critical to the functions of the Department, the Credit Union Division, licensees and the State of California. The incumbent is responsible for identifying and analyzing problems, presenting solutions, and executing studies and reports needed to administer and enforce the provisions of the California Financial Code relating to credit unions (Division 5, Sections 14000-16154). The CEA reviews applications to determine the appropriateness of financial data and personnel; monitors the financial condition and operating procedures of licensees for statutory compliance through reporting and filed examinations; and handles complex policy and factual administrative matters such as licensing, conversions, variance requests and approval of changes to bylaws.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**SPECIAL REQUIREMENTS**

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other government settings or in a private organization.)

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation;

methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Knowledge of the Department of Financial Institutions' programs, mission, values, policies, organizational structure, program functions and program goals.
- Demonstrated ability to effectively communicate, orally and in writing.
- Ability to work with federal regulators to achieve optimum regulatory oversight.
- Work with the Deputy for Legislation to prepare legislative proposals, and provide technical assistance with the drafting of legislation impacting the Department of Financial Institutions.
- Experience in an administrative or executive capacity with responsibility for program administration, policy development and fiscal management relating to credit union issues.

- Working knowledge of the legislative process at both the federal and California State government levels.
- Demonstrated communication and negotiating skills and experience presenting issues before a wide range of audiences, including other regulators, other licensees and the public.
- Strong management and leadership skills, particularly in the area of policy formulation and development, and the demonstrated ability to facilitate the establishment of priorities.
- Demonstrated ability to work effectively with the public, high level licensee executives, federal regulators and private share insurance companies.
- Demonstrated ability to develop cooperative working relationships with representatives of all levels of government and the public, communicate effectively with individuals and in large and small groups, including presentations to stakeholders, departmental executives, State executives and other governmental agencies.
- Knowledge of team development, strategic planning, performance measurement tools, organizational assessment, and ability to observe and learn new trends affecting financial institutions.
- Demonstrated knowledge of California and federal law, regulations, policies and programs including the Government Code, the Financial Code and other applicable laws and regulations.
- Knowledge and understanding of State administrative, legislative, and budgetary procedures, of current management trends, including customer service, business organization and operations, project management and budgeting.
- Knowledge of how technology can support governmental activities.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY COMMISSIONER OF CREDIT UNION, CEA**, with the **BUSINESS OVERSIGHT, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

Possession of the entrance requirements does not assure a place on the eligible list. If you meet the minimum qualifications stated in this bulletin, you may take this examination, which is competitive.

The examination process will consist of an evaluation of the application, resume, Statement of Qualification and an oral interview. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination may be used to fill subsequent CEA vacancies occurring within the next 12 months or a new examination may be scheduled. The Department of Financial Institutions reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified

**FILING INSTRUCTIONS**

• A completed Standard State Application (Form 678). • A resume. Resumes do not take the place of the Statement of Qualifications as the latter should specifically address the minimum and desirable qualifications of the position. • A "Statement of Qualifications". The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications should demonstrate the candidate's ability to present relevant information clearly and concisely in writing. The discussion of applicable qualifications shall be no more than two pages in length.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

BUSINESS OVERSIGHT, DEPARTMENT OF, Human Resources  
1810 - 13th Street, Sacramento, CA 95811  
Shereta Alexander | 916-445-2063 | salexander@dfi.ca.gov

**ADDITIONAL INFORMATION**

Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process. The application, resume and Statement of Qualifications are to be submitted to: The above address.

The application, resume and Statement of Qualifications must be postmarked or received by 5:00 p.m. on the final filing date. Questions concerning this examination should be directed to Carol Chesbrough at 916-322-0282.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The BUSINESS OVERSIGHT, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all

competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)